



**MARWOOD GROUP & CO. USA, LLC  
INTERNSHIP APPLICATION FORM**

**Name:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **Major/Minor:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**Permanent Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Are you requesting that your college grant you credit hours for your internship?** \_\_\_\_\_

**Dates available to perform internship:** \_\_\_\_\_

**Area(s) of Interest** *Please list in order of preference (1 to 3; 1 is most preferred).*

\_\_\_ **Advisory** (long-term consulting)      \_\_\_ **Research** (sell-side consulting)

\_\_\_ **US Imaging** (radiology network)

**Office Location:**  **New York Office**  **Washington D.C. Office**

There is no placement guarantee for office location or area of interest. Please answer the following questions in 150-200 words each (insert additional sheet).

- 1. Why would you like to work as a Marwood Group intern?**
- 2. What are your interests in healthcare and/or finance?**
- 3. What skills do you possess that are necessary to working as an intern?**
- 4. What are your future aspirations?**

**Have you ever been convicted of, pled guilty, or pled nolo contendere to any criminal action, felony or otherwise anywhere within the last 10 years?**    Yes\_\_\_    No\_\_\_

*I understand that an investigation may be made whereby information is obtained regarding my criminal history. I authorize without reservation, any party or agency contacted to furnish the information contained herein and release all parties involved from liability and responsibility for doing so.*

*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds to be removed from consideration, or dismissal if discovered after employment.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## INTERNSHIP PROGRAM INFORMATION

Marwood Group offers paid internships at its New York and Washington, D.C. offices. The internship program is designed to provide students with an opportunity to learn about the healthcare and financial sectors.

### **General Information:**

Interns are expected to work 40 hours a week during a 10 week internship period. The work day runs from 9-6pm. The summer interns must commit to be present at least from May 29th through August 3rd 2018. The internship concludes with each intern making a presentation to their peers and senior management showcasing what they have learned and their overall experience.

Interns may receive academic credit if an agreement is made between Marwood Group Legal Department and the intern's college or university. All interns are subject to the applicable Marwood Group employee rules set out in the Employee Policies & Procedures Manual. Failure to abide by these rules are grounds for dismissal and could potentially impact recommendations.

### **Housing:**

Marwood Group does not provide housing. Please see the following links for details on living:

Educational Housing Services has furnished rooms available in either of their three buildings in Brooklyn or in one their four buildings in Manhattan. Check out their Web site or call the Student Housing Hotline at 800-297-4694. [www.studenthousing.org/summer/](http://www.studenthousing.org/summer/)

Columbia Housing has housing for students working as interns in the area for the summer. Current college or university students who are at least 18 years of age, with a valid ID and an acceptance letter for an internship or summer program in New York City are qualified. [www.columbia.edu/cu/housing/docs/summer-residents/interns.html](http://www.columbia.edu/cu/housing/docs/summer-residents/interns.html)

New York University has dorm rooms available for the summer. Open to the public. Click on "Summer Housing" [www.nyu.edu/summer/housing](http://www.nyu.edu/summer/housing)

**Application Procedures:** Candidates must complete an application form and submit it with their resume, including listing of two references.

**Application Deadlines: Summer internship applications must be received by March 4<sup>th</sup>. Notifications will be sent by mid-April at the latest.**

**For Further Information:** Please call 212-532-3651 and ask for Kyle Holmes.

**Mail or Email Applications and Resumes to:** [kholmes@marwoodgroup.com](mailto:kholmes@marwoodgroup.com) with the subject title "Internship Application"

Kyle Holmes  
Marwood Group  
733 Third Avenue, 11<sup>th</sup> Floor  
New York, NY 10017



## MARWOOD GROUP INTERNSHIP RULES

By initialing this checklist and signing the bottom, I acknowledge and agree to each item as a term of future employment as an intern.

\_\_\_ Adhere to all policies in the Employee Policies & Procedures Manual, which will be provided on your first day, including, but not limited to:

- \_\_\_ Standards of Conduct, such as treating coworkers with respect and acting in a professional manner
- \_\_\_ Workplace Policies, such as unexcused absences /lateness and dressing and grooming to appropriate business standards)

\_\_\_ Make every effort to attend all intern events throughout the summer to the extent possible

\_\_\_ Complete intern presentation and write a letter of learning

\_\_\_ Commit to the required length of program (10 weeks)

*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that not adhering to the Marwood Group Internship Rules are grounds for expulsion and could impact recommendations for school or employment.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_